

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

DDI-2005-75

23 August 1975

Dr. David Saxon, President
University of California
Berkeley, California 94720

Dear Dr. Saxon:

For some time this Agency has been actively engaged in an effort to increase minority representation among our employees. Although our efforts have been directed broadly across the United States, we find that minority recruitment remains low. This is true even though the general volume and quality of applicants for Agency employment have never been higher.

Last year we attempted to address this issue by bringing to the Agency representatives of about a dozen small schools with nearly total minority student populations. We described the work of CIA and the typical activities of its employees. Our visitors went to various offices where they could observe the working environments and talk to employees. They also made some suggestions to improve the success of our minority recruitment effort.

This year we have decided to focus our attention on publicly funded institutions with strong graduate programs and large minority student populations. We plan to hold a two-day conference (23 and 24 October) at our Washington headquarters, following much the same kind of agenda that I outlined above: We hope to expand the program to increase visitor contact with employees, and to increase the time allotted for discussions with Agency officials.

This program is in no way intended to be a substitute for the working relationship which our recruiters maintain with placement officers at many universities throughout the country. We would continue to have the recruiters conduct the interviews and handle the referrals resulting from this expanded effort.

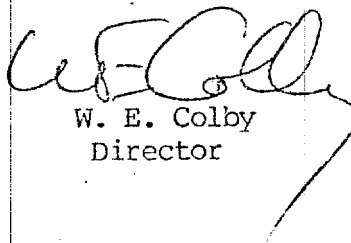


I invite you to nominate two or three people each from your Berkeley, Los Angeles, and San Diego campuses to represent you at the October conference. I suggest that they be selected from people in your institution who are concerned with affirmative action or with student placement. You might consider sending a faculty member (minority or not), a college dean, or even a student as one of your representatives. You need not be too concerned about their substantive specialties since the nature of foreign intelligence work requires that we employ people from virtually all of the academic disciplines represented in the major universities. The only special request that I wish to make is that your representatives be interested in minority employment problems and that they be in a position to reach broad student and faculty audiences.

STAT Of course, we will reimburse your nominees for travel and certain other related expenses. In order to facilitate hotel and travel arrangements, may I have their names, titles, addresses, and Social Security numbers by 25 September? My manager for this conference will be [redacted] Coordinator for Academic Relations. Questions about the conference will be more quickly answered if addressed to him at Room 3E63, Central Intelligence Agency, Washington, D. C. 20505. He may also be reached by telephone (collect) at [redacted] STAT

I feel very strongly about the need for CIA to reflect the diversity of American society. I hope that our conference will interest you, and that your representatives can help us meet this objective.

Sincerely,


W. E. Colby
Director

Letters from the DCI to Universities for the
Minority Visitation Day, 1975

Distribution:

Original - Addressees
1 - DCI
1 - DDCI
1 - ER
1 - DDI
1 - D/Pers
1 - OPR

STAT DDI/CAR: (22 August 1975)

Identical letters sent to:

President Saxon, University of California
President Fleming, University of Michigan
President Weaver, University of Wisconsin
President Magrath, University of Minnesota
President Corbally, University of Illinois
President Ryan, Indiana University
President Friday, University System of North Carolina
President Hogness, University of Washington
Acting Chancellor Rogers, University of Texas System
President Parks, Iowa State University
President Wharton, Michigan State University
President Enarson, Ohio State University
President Oswald, Pennsylvania State University
Chancellor Dykes, University of Kansas
President Elkins, University of Maryland
~~President Matsuda, University of Hawaii~~

Tentative Schedule

23 October

STAT 0800 Guests picked up [] at _____ Hotel.

0830 Badged in auditorium and administration (\$).

0915 DDI/CAR welcomes guests, brief remarks about Agenda, introduces DCI/EE0.

0930 DCI/EE0 welcomes guests and speaks generally to the Agency's attitude toward minority employment. No questions.

1000 DDI speaks to the guests about the role of intelligence in the government bringing the discussion around to the role of the Intelligence Directorate, its components, skills employed, his attitude on EE0. Questions and answers. This will be the only general briefing about intelligence per se.

1130 DDS&T speaks about the role of his directorate in the Agency, skills employed, and his attitude toward EE0. Questions and answers.

1245 Lunch -- Rendezvous Room with DDI and DDS&T tourguides.

1345 Groups of no more than five each will visit one of the DDI or DDS&T offices for an hour.

1445 The groups will switch directorates.

1545 Return to auditorium.

1600 Questions and answers on the day's activities -- Agency resource people will be representatives from each office visited, plus O/Pers and DCI/EE0, plus DDI/CAR as moderator.

1700 Cocktails in the Executive Dining Room with the DCI, the four Deputies, or so DCI/EE0 and representation from the EE0 Panel, tourguides from both days, O/Pers, and DDI/CAR.

1830 Return to hotel, evening free.
or so

Tentative Schedule

24 October

STAT

- 0800 Guests picked up at _____ Hotel.
- 0830 Badged in auditorium.
- 0845 Opening remarks by DDI/CAR.
- 0900 DDA speaks on role of his directorate, skills employed, attitude toward EEO. Questions and answers.
- 1000 DCI speaks on his minority employment attitudes. State of the Agency should also be addressed, though as the second point of his talk. Questions and answers as his time permits.
- 1120 D/Pers talks about the Agency's need for personnel with wide range of
or so substantive backgrounds. Addresses minority recruitment, placement, and employment statistics in a general way. Explains the entire process of becoming an employee, pay, and promotion policy. Some questions and answers.
- 1215 Lunch -- Rendezvous Room with DDA, DDI, DDS&T tourguides.
- 1315 Return to auditorium. DDO speaks on the role of his directorate in the Agency, his use of skills, his attitude toward EEO. Questions and answers.
- 1415 Groups of no more than five each will visit one DDA office or one DDI office or DDS&T office.
- 1515 Groups will switch so that everyone has visited the DDA and can pick up one additional DDI or DDS&T office.
- 1630 Auditorium closing -- DDI, DCI/EEO, O/Pers, DDI/CAR, all tourguides for the two days.
- 1730 Return to hotel.

Tour schedule for 24 October assumes DDO will not wish to have guests visit his offices.